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Chief, Management Staff

27 May 1957

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Weekly Report - Week Ending 27 May 1957

1. Contributions

a. Tangible

- (1) The Records Center received 240 cubic feet of inactive records and destroyed 15 cubic feet. The Center is now filled to eighty-one per cent of its capacity.
- (2) Completed the evaluation of one Employee Suggestion, recommending its rejection. If this suggestion had been adopted it would have required a procurement of over 170 additional filing cabinets.
- (3) Completed a review on the filing systems previously installed in the Building Planning Staff and the Historical Intelligence Staff. Both systems are working satisfactorily.
- (4) Completed the installation of a filing system in the Machine Division, OOR, including training of personnel to operate the files. Eighteen cubic feet of records were removed from the active files. One safe is completely emptied and the current files consolidated into two drawers.
- (5) Completed seven new and revised forms.

b. Intangible

- (1) Reviewed the procedures of the outgoing pouch section, Records Control, Office of Communications and at the request of the Area Records Officer made suggestions on improved methods and equipment.

2. Assignments - (Active)

- a. Installation of filing system, OSI - continuing installation in Geophysics Branch and started a new installation in the Medicine Division.

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- b. Booklet on suggestions for saving space - development of booklets continuing with obtaining of appropriate photographs.
 - c. Review of requisitions for filing equipment - completed review of seven requests.
 - ✓ d. Use of Shelf Filing, Office of Security - proposal to be submitted next week.
 - ✓ e. Use of Shelf Filing, Biographic Register and Industrial Register.
 - f. Records Disposition Survey, OCR - agreement reached with all divisions and staffs on Records Control Schedules. Schedules now awaiting final approval from AB/CR.
 - g. Records Management Survey, Stock Management and Requirements Section of Logistics Office - sixteen suggestions for improvement of office operations, including elimination of inactive records agreed to.
 - h. Review of records control schedule, Office of Comptroller - review of schedules completed and suggestions for revision made.
 - ✓ i. Twenty-eight new and revised forms in process.
 - ✓ j. Review of Vital Materials Program - Office of Comptroller, Office of Training, Office of Personnel, and Medical Office.
3. Assignments (Inactive)
- a. Records Disposition Survey, Commercial Staff - awaiting comments from office.
4. News
- a. Director approved the construction of addition to Records Center on 17 May. The Real Estate/Construction Division is now in process of contacting prospective bidders. All bids are due on 20 June. It is expected that a contract will be awarded prior to 1 July.

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